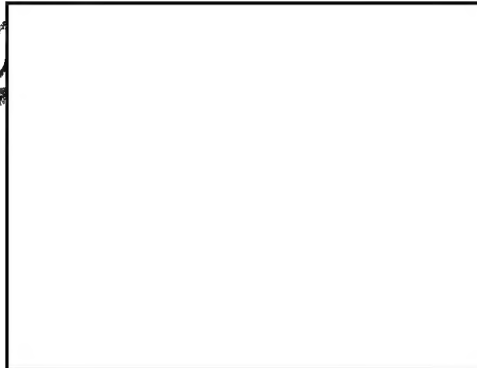


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ILLEGIB

24 NOV 1961



Attached is a copy of an up-dated Records Control Schedule which [redacted] thinks will be an aid to you in disposing of old inactive files. Will you please review and send us your comments and any changes you find necessary to make it consistent with your office procedures.

We will incorporate the changes and send you the finished product which will be your authority to destroy old and obsolete material. The disposition instructions are not mandatory. They are flexible but should be up-dated periodically to be consistent with current requirements.

By way of explanation, the long retention period [redacted] is a legal requirement to the extent that it was imposed in 1954 by the Congressional Committee of Federal Records. Headquarters is required to keep their files [redacted] indefinitely.

I look forward to hearing from you soon and would like to know how the Shelf-Filing System is working out.

Sincerely,



Distribution:

Original & 1 - Addressee

1 - [redacted]

[redacted] RMS File Copy

DDS/RMS/RS&DB [redacted] (22 Nov. 1961)

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